

**TWENTY-SECOND JUDICIAL CIRCUIT OF MISSOURI
FAMILY COURT - JUVENILE DIVISION
920 N. Vandeventer
St. Louis, MO 63108**

February 4, 2007

JOB OPENING

TITLE: **DETENTION YOUTH LEADER I/II**
Reference #: 000

QUALIFICATIONS: Must possess a high school diploma or its equivalent with some institution or agency experience in adolescent care. Good writing and verbal skills. Must become a Missouri resident within six months of employment and be 21 years of age. Mandatory child/abuse neglect and police record check. Drug screen and physical required upon job offer.

DUTIES: Juvenile Detention Guard to provide continual direct supervision of groups of detained youths ages 10-17 in a secure detention facility. Juveniles are detained by Court Order for law violations. Shift work, weekends, and holiday work required.

Detention Youth Leader I Starting Salary: \$25,772.00
Salary Range: \$25,772.00 - \$38,981.00

Detention Youth Leader II (Applies if applicant has a Bachelor's Degree from an Accredited University).
Starting Salary : \$28,009.00
Salary Range: \$28,009.00 - \$42,503.00

CLOSING DATE: For full consideration please submit resume by February 16, 2007, however resumes will be accepted until position is filled.

SEND RESUMES AND ACADEMIC TRANSCRIPT WITH COVER LETTER

COVER LETTER: Cover letter must include applicant's daytime phone number along with experience of interest in this position as well as a description of educational and experience qualifications that make him/her a good fit for this position.

SEND TO: Detention Youth Leader
Reference #: 000
920 North Vandeventer Ave.
St. Louis, MO 63108

EOE
NO PHONE CALLS

See detailed descriptions below

JOB DESCRIPTION

DEPARTMENT: Detention

POSITION TITLE: Youth Leader I/II

POSITION DEFINITION: Under daily supervision of the Watch Supervisor or Assistant Supervisor, responsible for the admission, release and/or day-to-day supervision of juveniles in a secure Detention Center. The Detention Center is a temporary holding facility for the Juvenile Court. This position does not include casework planning or casework counseling responsibilities.

EXAMPLES OF ESSENTIAL DUTIES:

Day Watch (6:45 a.m. - 3:00 p.m.)

Participates in daily watch change conferences in the assigned residential unit. Check physical quarters for security, cleanliness and order. Reviews and sign logs and reports before accepting keys at watch change. Supervises youths in the assigned residential unit and throughout the watch, including the breakfast and lunch meals, acting as a teacher's aide in the classroom to ensure classroom safety, security and order, and unit and Center activities. Completes daily unit logs of activities and documents incidents using a written report. Performs daily contraband security checks. Requisitions supplies and maintenance needs for unit and juveniles.

Evening Watch (2:45 p.m. - 11:00 p.m.)

Participates in daily watch change conferences in the assigned residential unit. Check physical quarters for security, cleanliness and order. Reviews and signs logs and reports before accepting keys at watch change. Supervises youths in the assigned residential unit and throughout the watch, including unit activities, the dinner meal, group and special activities and volunteer programs, unit or building clean-up, snack, personal hygiene and bedtime. Completes daily unit logs of activities and documents incidents using a written report. Performs daily contraband security checks.

Requisitions supplies and maintenance needs for the unit and juveniles.

Night Watch (10:45 p.m. - 7:00 a.m.)

Participates in daily watch change conferences in the assigned residential unit. Check physical quarters for security, cleanliness and order. Reviews and signs logs and reports before accepting keys at watch change. Supervises youths in

the assigned residential unit and throughout the watch, including the night security audio monitor and visual checks as needed but not less than every 15 minutes. Provides for overnight needs of juveniles according to procedure. Performs housekeeping duties in unit, including office (records and files), living area, library, showers and utility areas, including dusting, cleaning, polishing, waxing and buffing of floor, and polishing of glass. Performs daily contraband security checks. Requisitions supplies and maintenance needs for unit and juveniles. Supervises morning wake-up, spot cleaning of dorm rooms by juveniles, personal hygiene and dispensary call.

ADMISSIONS ASSIGNMENT (All Watches):

Participates in daily watch change conferences in the Admissions Unit. Checks physical area (office, holding rooms, showers and property room) for security, cleanliness and order. Reviews and signs logs and reports before accepting keys at watch change. Supervises all juveniles who are ordered to be admitted or released by the Juvenile Court.

Performs frisk security checks and accounts for all personal property of juveniles in the presence of a Booking Officer. Secures juveniles' property. Supervises the entry and exit of all staff and outsiders to the Center. Provides back-up audio monitor of residential units. Maintains security of keys, equipment and their corresponding log. Provides reception services. Maintains daily statistics of admissions and releases.

GENERAL:

- * All Youth Leaders may be assigned to any of these duties on any watch, as required by the duty Supervisor.
- * Any watch may require some cleaning duties.
- * Youth Leaders are required to attend at least 24 hours of job-related training each fiscal year, including Adult CPR, CPI, Suicide Awareness and Prevention, and First Aid training.
- * Responsible for tracking one's own progress toward the 24 hour training goal.
- * When supervising a youth who is on special status, such as suicide precaution, medical, etc., or are in their room for any reason including sleep, the juvenile must be visually checked by the Youth Leader not less than every 15 minutes.
- * Record 15 minute observations on the Watchmen's System or if the Watchmen's System is not available, on the special care report or official log.

- * Assist with emergency transportation of juveniles as needed.
- * Regular and prompt attendance is considered an essential function of this position.
- * Other Duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES: Working knowledge of adolescent behavior and an ability to enforce rules, discipline and order in a consistent and equitable manner without using unnecessary force. Certified in Adult CPR, CPI and First Aid and trained in suicide prevention.

MINIMUM QUALIFICATIONS AND EDUCATIONAL REQUIREMENTS (Detention Youth Leader I):

High School diploma or equivalent with some institutional or agency experience in adolescent care. Must be twenty-one years of age or over and a Missouri resident. Employees in this position are required to give permission on an annual basis for the insurance company to run a driver's license record, as employees may have to transport a juvenile on an occasional basis. Youth leader employee's that do not drive or that are not approved for driving the court van, may still be required to transport juveniles on an occasional basis, to accompany the driver.

MINIMUM QUALIFICATIONS AND EDUCATIONAL REQUIREMENTS (Detention Youth Leader II):

Must have a Bachelor's Degree from an accredited University, or High School diploma or equivalent plus other requirements detailed in the Youth Leader I-Youth Leader II procedure in the Policy and Procedures manual. Must be twenty-one years of age or over and a Missouri resident. Employees in this position are required to give permission on an annual basis for the insurance company to run a driver's license record, as employees may have to transport a juvenile on an occasional basis. Youth leader employee's that do not drive or that are not approved for driving the court van, may still be required to transport juveniles on an occasional basis, to accompany the driver.